



STATE OF WASHINGTON  
DEPARTMENT OF FINANCIAL INSTITUTIONS  
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200  
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov/cs>

**MONEY SERVICES - MONEY TRANSMITTER - AMENDMENT APPLICATION**

Use this form when reporting changes that affect the licensed company's main office, its personnel, or contact information for either.

DO NOT use this form to add new authorized delegate locations, instead use the *Money Services, Money Transmitters – Add An Authorized Delegate Form*. This form can be found on our website at [www.dfi.wa.gov/cs](http://www.dfi.wa.gov/cs), on the *Applications & Forms* page.

**INSTRUCTIONS:** (Per RCW 19.230.150-Reports, RCW 19.230.160-Change of control, WAC 208-690-110-Report of Material Change, WAC 208-690-112-Other Reports, WAC 208-690-115-Request For Approval of Change of Control, etc.)

**1. Forward the “Money Services, Money Transmitter Amendment Application” form (with attachments if needed) and \$30 transaction fee.**

- Check payable to “Washington State Treasurer” and mail entire packet to: Consumer Services, 150 Israel Rd SW, Tumwater, WA 98501

**2. Contact your insurance company to obtain a rider to your bond for changes to any of the following:**

- New Legal company name
- Add/Remove trade name(s), Db(s)
- New Physical Address for Licensed Location (Address information must be complete down to suite number/floor number, etc.)
- Forward the original, signed & sealed, bond rider to, Consumer Services, 150 Israel Rd SW, Tumwater, WA 98501

**3. Contact the Washington State Department of Licensing, Master Business License at (360) 902-3600 to change the following:**

- New legal company name
- New mailing address
- New Ownership
- Add/Remove trade name(s), Db(s)
- Add/Remove Company Officials
- New physical address for licensed location (Address information must be complete down to suite number/floor number, etc.)
- New Registered Agent (RA) or change in contact information for existing RA, including address; phone; and FAX.

**4. Contact the Washington Secretary of State at (360) 753-7115 to change the name of a corporation, partnership, or LLC only. (This point does not apply to sole proprietorship name change, any dba change, or any address change.)**

- New Legal company name
- New Ownership
- New Registered Agent (RA) or change in contact information for existing RA, including address; phone; and FAX.

**5. Provide updated information for key personnel (Responsible Individual, President, CEO, CFO, etc) if residences or other contact information has changed since last filing. The “Individual Background Form” available on our website at [www.dfi.wa.gov/cs](http://www.dfi.wa.gov/cs), applications & forms page, Money Service Providers section, may be included with this application to report such changes.**

- New responsible individual or change in existing personal information
- New Ownership
- New owners/principals/persons of control or changes in existing personal information

**6. Surrender previous original Money Transmitter license if it is changed by any of the items below (A new license will be mailed to you):**

- New Legal company name
- Add/Remove trade name(s), Db(s)
- New Physical Address for Licensed Location Address information (Address information must be complete down to suite number/floor number, etc.)

# WASHINGTON STATE MONEY TRANSMITTER AMENDMENT APPLICATION

- ☐ I have included a \$30 transaction fee with this amendment application. Make checks payable to the "Washington State Treasurer."
- ☐ Original license is enclosed because it needs to be changed (See #6 of instructions).

<b>DFI License Number:</b>	550 – MT -	<b>Effective Date of Change:</b>	
<b>Licensee Name/ Db, Trade Name</b>	/		
<b>Contact person when request is reviewed</b>		<b>Phone:</b>	
		<b>Fax:</b>	
<b>Licensed Physical Address</b>	/		
	<i>Street Address</i>	<i>City/County</i>	<i>State Zip Code</i>

**PLEASE CHECK APPLICABLE BOXES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Main office name change         | <input type="checkbox"/> Change Responsible Individual           | <input type="checkbox"/> Change records location |
| <input type="checkbox"/> Ownership Change                | <input type="checkbox"/> Change registered agent                 | <input type="checkbox"/> Reprint lost license    |
| <input type="checkbox"/> Add/Remove trade name(s) or dba | <input type="checkbox"/> Main office address/contact info change | <input type="checkbox"/> Other (explain)         |

PREVIOUS INFORMATION	NEW INFORMATION
Company Name <input style="width: 90%;" type="text"/>	Company Name <input style="width: 90%;" type="text"/>
Owner(s) Include % <input style="width: 90%;" type="text"/>	Owner(s) Include % <input style="width: 90%;" type="text"/>
Trade Name or DBA <input style="width: 90%;" type="text"/>	Trade Name or DBA <input style="width: 90%;" type="text"/>
Responsible Individual <input style="width: 90%;" type="text"/>	Responsible Individual <input style="width: 90%;" type="text"/>
Registered Agent <input style="width: 90%;" type="text"/>	Registered Agent <input style="width: 90%;" type="text"/>
Physical Address <input style="width: 90%;" type="text"/>	Physical Address <input style="width: 90%;" type="text"/>
Mailing Address <input style="width: 90%;" type="text"/>	Mailing Address <input style="width: 90%;" type="text"/>
Records location <input style="width: 90%;" type="text"/>	Records location <input style="width: 90%;" type="text"/>
Telephone Number <input style="width: 90%;" type="text"/>	Telephone Number <input style="width: 90%;" type="text"/>
Fax Number <input style="width: 90%;" type="text"/>	Fax Number <input style="width: 90%;" type="text"/>
Email Address <input style="width: 90%;" type="text"/>	Email Address <input style="width: 90%;" type="text"/>
Business Structure <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:	Business Structure <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:

## AUTHORIZATION FOR VERIFICATION FORM - COMPANY

I, the undersigned official, of the company noted herein, hereby authorize and request you to provide the Department of Financial Institutions of the State of Washington, any and all information and documentation that they request for the purpose of verifying information provided in conjunction with an application for money services license, or for the purpose of conducting an investigation in accordance with chapter 19.230 Revised Code of Washington.

BY: \_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed name of Authorized Official*

\_\_\_\_\_  
*Title*

**RCW 19.230.150 Reports.**

- (1) A licensee shall file with the director within thirty business days any material changes in information provided in a licensee's application as prescribed in rule by the director. If this information indicates that the licensee is no longer in compliance with this chapter, the director may take any action authorized under this chapter to ensure that the licensee operates in compliance with this chapter.
- (2) A licensee shall file with the director within forty-five days after the end of each fiscal quarter a current list of all authorized delegates and locations in this state where the licensee, or an authorized delegate of the licensee, provides money services, including mobile locations. The licensee shall state the name and street address of each location and authorized delegate operating at the location.
- (3) A licensee shall file a report with the director within one business day after the licensee has reason to know of the occurrence of any of the following events:
  - (a) The filing of a petition by or against the licensee, or any authorized delegate of the licensee, under the United States Bankruptcy Code (11 U.S.C. Sec. 101-110) for bankruptcy or reorganization;
  - (b) The filing of a petition by or against the licensee, or any authorized delegate of the licensee, for receivership, the commencement of any other judicial or administrative proceeding for its dissolution or reorganization, or the making of a general assignment for the benefit of its creditors;
  - (c) The commencement of a proceeding to revoke, suspend, restrict, or condition its license, or otherwise discipline or sanction the licensee, in a state or country in which the licensee engages in business or is licensed;
  - (d) The cancellation or other impairment of the licensee's bond or other security;
  - (e) A charge or conviction of the licensee or of an executive officer, responsible individual, board director of the licensee, or person in control of the licensee, for a felony; or
  - (f) A charge or conviction of an authorized delegate for a felony.

**RCW 19.230.160 Change of control.**

- (1) A licensee shall:
  - (a) Provide the director with written notice of a proposed change of control within fifteen days after learning of the proposed change of control and at least thirty days prior to the proposed change of control
  - (b) Request approval of the change of control by submitting the information required in rule by the director; and
  - (c) Submit, with the notice, a nonrefundable fee as prescribed in rule by the director.
- (2) After review of a request for approval under subsection (1) of this section, the director may require the licensee to provide additional information concerning the licensee's proposed persons in control. The additional information must be limited to the same types required of the licensee, or persons in control of the licensee, as part of its original license application.
- (4) The director shall approve a request for change of control under subsection (1) of this section if, after investigation, the director determines that the person, or group of persons, requesting approval meets the criteria for licensing set forth in RCW [19.230.070](#) and [19.230.100](#) and that the public interest will not be jeopardized by the change of control.
- (5) Subsection (1) of this section does not apply to a public offering of securities.
- (6) Before filing a request for approval to acquire control of a licensee, or person in control of a licensee, a person may request in writing a determination from the director as to whether the person would be considered a person in control of a licensee upon consummation of a proposed transaction. If the director determines that the person would not be a person in control of a licensee, the director shall respond in writing to that effect and the proposed person and transaction is not subject to the requirements of subsections (1) through (3) of this section.
- (7) The director may exempt by rule any person from the requirements of subsection (1)(a) of this section, if it is in the public interest to do so.